

SPIRIT Website: www.spirit.az.gov

To view Solicitations, click on the “*Solicitations*” tab (Image 1, page 2). A link to “*All Solicitations*” will then be available from the Solicitations sub-menu. Click on “*All Solicitations*” to view the entire list of solicitations presently available. Click on any of the Solicitation Number links to view the solicitation.

NOTE: Contract information has been migrated from the AzPix system to SPIRIT. In order to view contract detail for these “migrated” contracts it is necessary to “click” on the PDF link under the “Attachments” section of the contract.



To view Contracts click on the “*Contracts*” tab (Image 1, page 2). A link to “*All Contracts*” will then be available from the Contracts sub-menu. Click on “*All Contracts*” to view the entire list of contracts. Click on any of the Contract Number links to view the contract.

Searches

Searchable data in the SPIRIT System is as follows:

Solicitations, Solicitation Price Sheet, Contracts, Contract Price Sheet and Commodity Codes.

To **Search** for contracts (Image 1, page 2), click on the “*Search*” tab. The Search screen in Image 2 will open.

From the **Search for:** drop down menu (Image 2, page 2) select “*Contracts*.”

You may then type what you might be looking for in the “*Full Text Search*” field then click on the button.

Field Specific Search

When you select “*Contracts*” as that which you are searching for, the criteria available for searching by is selectable from the drop down menu(s):

Contract Number, Solicitation Number, Requesting Agency, Contractor, PO (Procurement Officer) Assigned, Type, Contract Type, Solicitation Title, Solicitation Type, End Date, Status, and Amendment.

An example of a search might be: Contracts by assigned PO** (Image 3, page 3).

When doing a **Field Specific Search** by “*Contract Price Sheet*,” the criteria available to search by is:

Contract Number, Solicitation Number, Commodity Code Number, Commodity Code Description, Pricing Method, Manufacturer, Model, Catalog No., and Part No.

When doing a **Field Specific Search** by “*Commodity Codes*,” the criteria available to search by is:

Commodity Code, Commodity Class, Commodity Code Item, Commodity Code Item Number, Procurement Officer, Procurement Manager, and Description.

Commodity Codes

To download a listing of the current Commodity/Service Codes being used in the SPiRiT System visit the Arizona State Procurement Office's website: www.azspo.az.gov. Click on the NEW link above the SPiRiT link to reach the document.

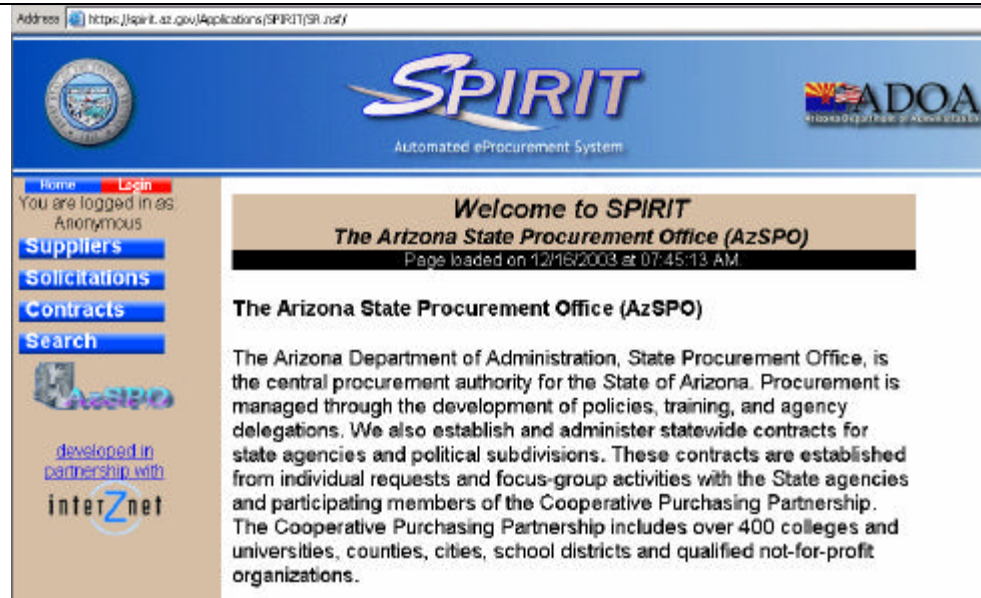


Image 1

Search SPIRiT
 Search
 Page loaded on 12/12/2003 at 07:54:31 AM.

Search for:

Full Text Search

Field Specific Search

Field Specific Search	Type	Field	Choices
<input type="text" value="-Select Type-"/>	<input type="text" value="-Select Field-"/>	<input type="text" value="-Select Field-"/>	Choices
And <input type="text" value="-Select Type-"/>	<input type="text" value="-Select Field-"/>	<input type="text" value="-Select Field-"/>	Choices
And <input type="text" value="-Select Type-"/>	<input type="text" value="-Select Field-"/>	<input type="text" value="-Select Field-"/>	Choices
And <input type="text" value="-Select Type-"/>	<input type="text" value="-Select Field-"/>	<input type="text" value="-Select Field-"/>	Choices
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And <input type="text" value="-Select Type-"/>	<input type="text" value="-Select Field-"/>	<input type="text" value="-Select Field-"/>	Choices
And <input type="text" value="-Select Type-"/>	<input type="text" value="-Select Field-"/>	<input type="text" value="-Select Field-"/>	Choices

Image 2

SPIRIT Instruction Sheet

Search for:

Full Text Search ?

--OR--

Field Specific Search

Image 3
Contracts by assigned PO

Search for:

Full Text Search ?

--OR--

Field Specific Search

Image 4
Commodity Codes assigned to PO

Search for:

Full Text Search ?

--OR--

Field Specific Search

Image 5
Commodity Code Search